

ACCOUNTABILITY PROCEDURES OF CALVARY CHAPEL OF LAKE ELSINORE

DEFINITIONS:

Pastor: A pastor is one who meets both of the following requirements.

- 1) He has been legally ordained. This ordination must be from either Calvary Chapel of Lake Elsinore (CCLE), or by another church recognized by the CCLE Board of Directors, as in fundamental agreement with the doctrine and philosophy of ministry of CCLE. Ordination from another Calvary Chapel does not automatically satisfy this requirement, nor does ordination from a non-Calvary Chapel automatically preclude one from this requirement.
- 2) CCLE clearly presents him to the fellowship as one of the pastors of CCLE within the bulletin and on the website. Ordination alone, even if through CCLE, does not make one a pastor under this accountability definition, nor does activity such as conducting weddings, baptisms, or the giving of sermons at CCLE.

Note: If both of the above requirements apply, the standard for accountability will be that for the pastors as described below, whether or not the individual is a paid employee of CCLE. For the purposes of accountability, there is no difference between the one Senior Pastor, the one Assistant Pastor, and any and all of the Associate Pastors, other than the unique issue of the Board of Directors seeking to remove the Senior Pastor, as described below.

Employee: The legal definitions of employee apply, with an employee being one regularly compensated by CCLE for work on its behalf. An employee will have a W-4 on file. Independent contractors, and others who might be compensated by CCLE for a specific task, are not employees. An employee may or may not also be a volunteer ministry leader in an area unrelated to his/her employment.

Ministry Leader: These individuals are volunteers who have been given a place of leadership within the fellowship of CCLE by the pastoral leadership. Ministry leaders will typically be identified as such on the website, and in the bulletin, and will take part in the leadership meetings of CCLE. For purposes of this accountability agreement, if there is a question as to whether one is a ministry leader or worker, the Senior Pastor will make the final determination.

Ministry Worker: These individuals are volunteers who serve to meet one or more of the needs of CCLE. They have attended CCLE for at least six months, and have completed a background check and ministry application, agreeing with the Statement of Faith of CCLE. Examples include, but are not limited to, ushers, security, children's ministry, coffee bar and bookstore workers.

Inappropriate Behavior: This term can refer to either one of two areas. First are those actions in word or deed that clearly violate the Biblical standard for Christian living. Examples include, but are not limited to, fornication, drunkenness/drug abuse, theft, sexual harassment, verbal or physical abuse, and bearing false witness. Second are those actions that violate the standard for

leadership established by CCLE. Examples include, but are not limited to, social alcohol consumption, inappropriate speech and behavior, poor stewardship of resources, marketing to others in the fellowship, and other actions that present a poor witness for Jesus Christ. The leadership of CCLE is aware of the higher standard of conduct they must maintain, despite claims of freedom in Christ that are sometimes made by others.

Counseling Misconduct: This subjective term refers to the giving of specific advice, whether or not in a formal counseling setting, that exceeds the general guidelines of Scripture. Primarily, this will be in professional areas that require by law a certain level of licensing and education. Examples include, but are not limited to, legal, medical, financial, insurance, investment, and educational advice. Anyone with the credentials to offer such professional advice, must do so in a professional manner consistent with their dealings with the general public (i.e. off CCLE property), and that makes clear the advice is not the advice of CCLE.

To also be avoided is the sort of spiritual abuse where the individual seeks to influence another authoritatively, or exert undue influence in deeply personal decisions such as taking a job, buying a house, or moving to another state, to mention just a few examples. Our desire is not to stop the free sharing of advice from experience that many may have, but to warn all in leadership of their added responsibilities due to their positions at CCLE, and to acknowledge that many in the fellowship will interpret such advice as if it was coming direct from the Lord.

When used below, these specifically defined words shall be italicized.

PASTORS

A complaint against a *pastor* for *counseling misconduct* or *inappropriate behavior* shall only be heard by the Board of Directors if presented by two or more eyewitnesses. If only one individual claims to have witnessed *counseling misconduct* or *inappropriate behavior*, he/she will be asked to explain what was witnessed before both that *pastor* as well as at least one other *pastor* not involved in the complaint. Afterwards, all *pastors* will be briefed on the accusation. Therefore, accusations of repeated behavior by the same *pastor*, witnessed by only one person at a time, will still be brought to the Board by the other *pastors* for formal examination. Two such similar incidents will prompt a Board investigation.

When the above standard is met, or when a singular complaint is made by two or more eyewitnesses, these eyewitnesses will be separated and interviewed by either an uninvolved *pastor* or a member of the Board of Directors. A written record with detailed notes shall be kept at this time.

The Board of Directors, upon consulting the statements of the witnesses, shall decide if the complaint is both credible and serious enough to warrant possible discipline. This decision shall be decided by majority vote. The Senior Pastor, as a Board member, will also vote unless the complaint is against him. If such is the case, he must abstain from voting. A unanimous vote is preferred, but not required due to the possibility a Board member may have such a loyalty to the accused *pastor* that said loyalty affects that Board member's vote. However, there is no tiebreaker, so a tie-vote will equal a no, and further action will cease.

If the vote is to continue, the Board of Directors will choose five individuals from among the church fellowship to hear the complaint. These shall be chosen both for their Godly character and wisdom, as well as them being uninvolved and unaware of the details of the complaint. The *pastor* under accusation shall have veto power over two choices of the Board. The Board, at its discretion, can ask for two impartial pastors from outside of CCLE (whether another Calvary Chapel or otherwise) to participate as advisors to these individuals, but these pastors will not have a vote. If five such individuals are not available due to the size of the church fellowship, the Board will have power to decide how to secure five, Godly, uninvolved individuals in order to proceed. Such a decision will be by majority vote.

These individuals, upon presentation of the testimony of the eyewitnesses and the *pastor* under complaint, shall vote to determine whether the *pastor* is guilty of the complaint being made. This determination will be by majority vote.

If a guilty vote is made, the complaint shall return to the Board of Directors for determination of the appropriate penalty by majority vote. The Board shall have broad options for discipline including, but not limited to, counseling while remaining a *pastor*, temporary removal for future restoration, or termination and excommunication from the fellowship.

In the event of a member's resignation from the Board of Directors, or other incident (i.e. death, illness) that would make a Board member unable to continue service, no replacement will be sought until after the conclusion of the accountability process. This is to keep a *pastor* from filling the Board with replacement loyalists.

A special circumstance exists when the Board of Directors initiates the removal of the Senior Pastor. The Board may be aware of certain behavior and decisions by the Senior Pastor that the rest of the fellowship would not know, and that make him unfit to continue to lead the church in the Board's opinion. However, a Board might also seek to unjustly remove the Senior Pastor without true cause, for their own selfish purposes. So as to balance these two possibilities, a special process shall be followed.

If the majority of the Board of Directors votes to proceed in seeking to remove the Senior Pastor, six individuals from the fellowship will be selected to hear the accusation. The Board will select three, and the Senior Pastor will select three. Thus, there is no veto power of these selections. In addition, two impartial pastors from outside of CCLE will be chosen to hear all evidence, advise the six members, and possibly vote themselves in the event of a tie, as explained below. One of these pastors will be selected by the Board, and the other by the Senior Pastor.

Upon hearing all evidence, the six members will vote whether the Senior Pastor should be removed from his position. This is not simply a vote as to guilt or innocence concerning the charges of the Board of Directors, but of whether or not the Senior Pastor should be fired. If the vote is affirmed, the Senior Pastor will be immediately terminated from his employment at CCLE, and from all his pastoral responsibility. If the vote is in the favor of the Senior Pastor, all Board members who voted to begin the removal process will be immediately removed from the Board, and also be excommunicated from the fellowship of CCLE. Once concluded, the

necessary process of now replacing either the Senior Pastor or the Board will be conducted according to the appropriate section of the By-Laws.

In the possibility of a tie vote among the six members, the two advising pastors will be asked to break the tie. It will be their responsibility to come to an agreement, and all parties will agree beforehand to honor their decision. The two advising pastors will be told of this possibility and asked to agree to accept this potential responsibility before agreeing to advise. The process will not continue until two such neutral and willing pastors are selected.

EMPLOYEES

In recognizing that losing a paid job has greater ramifications than losing a volunteer ministry position, even though both losses may hurt equally emotionally, an *employee* shall only be terminated from his/her position by means of a majority vote of the Board of Directors. The Board will have the freedom, in accordance with Federal and State employment laws, to terminate an *employee*, and is not just limited to the causes of *inappropriate behavior* or *counseling misconduct*.

Any *employee* who is also a *pastor* is covered under the accountability section for *pastors*.

MINISTRY LEADERS AND MINISTRY WORKERS

All individuals who volunteer to serve in some capacity at CCLE, who do not meet the definition of *pastor* or *employee*, shall serve at the sole discretion of the Senior Pastor. Although the Senior Pastor seeks to give freedom for others to be led by the Holy Spirit in the exercising of their gifts to the fellowship, it is also important for the spiritual health of CCLE that there be a general consistency in teaching and ministry philosophy among the ministries and service opportunities.

The Senior Pastor shall be allowed to remove any such individuals from their position of ministry, even if such removal is not based on *counseling misconduct* or *inappropriate behavior* (i.e. doctrine, attitude to others, personality conflict). However, the Senior Pastor can be held accountable, as described above, if he abuses this power with any of the *ministry leaders* or *ministry workers*.

Note: The procedure for removing a member of the Board of Directors is covered elsewhere in the By-Laws and not by these guidelines. However, the Senior Pastor may remove such an individual from other ministries unrelated to service on the Board.

Only the Senior Pastor can unilaterally remove an individual from service. If a *ministry leader* believes an individual serving is warranted for removal, he/she must receive permission from the Senior Pastor to do so. CCLE values all volunteers, and the Senior Pastor will likely agree with the *ministry leader's* opinion. However, this will keep any *ministry leader* from the power of making decisions unilaterally, rather than working with others in a Christlike manner to resolve the problem.

Upon removal of a *ministry leader*, the Senior Pastor shall inform the Board of Directors of the action taken, either in person, by phone, or by email. Such notice shall be given no later than the next quarterly Board meeting. The Senior Pastor does not have the burden to notify the Board of every change among *ministry leaders* who choose to step-down voluntarily for personal reasons. Likewise, the Board does not have to be notified of changes concerning *ministry workers*.

Although the Board of Directors may amend the By-Laws in general by majority vote at any time, these accountability guidelines will be binding on all future Boards and Senior Pastors of CCLE. They may only be amended once per year, at an annual review by the Board. Such annual amendments may not be of a materially substantial or significant nature, and are passed by majority vote. Upon any such annual amendment, the newly revised accountability guidelines will be sent to all *ministry leaders*, with an explanation as to what portion was amended, and why the Board felt this change to be warranted.

Any amendments to these guidelines that are materially substantial or significant, including the revoking of the entire agreement, will require notice and approval by the entire fellowship of CCLE, at a meeting specifically called for that purpose. Such approval shall be by majority vote of those present.

Dated: 5/16/2010